

Management System: Office of Human Resources

Subject Area: Performance Management

Program Description: – ‘Thank You’ Program (TYP)

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Management System Owner: Assistant Director OHR

Subject Matter Expert: Jeff Williams

1.0 Purpose/Introduction

The Environmental Management Consolidated Business Center (EMCBC) is committed to meaningful recognition of outstanding performance by its employees. The EMCBC Thank You Program (TYP) is a PILOT PROGRAM to establish a structured process for recognizing accomplishments that represent steps toward achieving organizational goals or purposes, but which do not meet the requirements for higher-level recognition such as honorary awards, performance awards, or special act or service awards, and time off awards. This pilot program will be reevaluated in two years from the date of inception to determine if the program will be continued.

The TYP is intended to recognize efforts beyond normal/average performance expectations of the job in a given instance. Typically, the employee might exercise initiative by developing a new approach to a task, put forth extra effort permitting significantly early completion of a routine project, complete a special assignment outside of their normal job responsibilities, plan a successful special event, or assist a co-worker with a heavy workload or special project.

This Program establishes the nomination process and selection criteria. The TYP is not meant to replace other traditional (formal) methods of recognition. Rather than recognizing overall performance, a TYP award acknowledges one or more specific instances of outstanding performance.

2.0 Applicability

This Program applies to all EMCBC Federal employees. All employees under this program must be supervised by an EMCBC supervisor and serviced by the EMCBC’s Office of Human Resources (OHR). Service Level Agreement (SLA) sites may choose to adopt this policy. The EMCBC Director/Deputy reserves the right to integrate the Small Sites employees into this policy at any juncture.

3.0 Roles and Responsibilities

Nominator/Initiator	<ul style="list-style-type: none"> Any EMCBC Federal employee may nominate another EMCBC Federal employee (see 4.1 for nomination exceptions) for a TYP award if the nominating employee has knowledge of a specific outstanding contribution made by their fellow employee. Signs the TYP nomination and submit electronically (email) to the mailbox thankyou@emcbc.doe.gov.
Nominator's Supervisor/Manager	<ul style="list-style-type: none"> Receives the form for action and has five (5) business days to approve or disapprove the request. Supervisor signature indicates approval of the nomination. Should the Supervisor desire to disapprove the nomination, the Supervisor will notify the OHR and provide the reasons accordingly. Approved and disapproved forms are forwarded to the OHR.
Nominee's Supervisor	<ul style="list-style-type: none"> Receives the form for action and has five (5) business days to approve or disapprove the request. Supervisor signature indicates approval of the nomination. Presents the TYP award to the employee/nominee (see 4.6). Should the Supervisor desire to disapprove the nomination, the Supervisor will notify the OHR and provide the reasons accordingly. Approved and disapproved forms are forwarded to the OHR.
Authorizing Official	<ul style="list-style-type: none"> An OHR staff member that ensures all of the required signatures have been obtained on the nomination form. Has seven (7) business days (after nominee's supervisor signs) to approve or disapprove the nomination. Has tracking responsibilities to ensure that all nominations are entered into the database and tracked for timeliness at all levels.
The Office of Human Resources (OHR):	<ul style="list-style-type: none"> Provides for technical review and concurrence on proposed TYP awards, as appropriate. This includes verifying that the nominated employee is eligible to receive a TYP award, and that the submission meets the requirements of the program. Provides periodic reports (e.g., from TYP tracking database) on the EMCBC Incentive Award and Recognition Program to the Director's Office and/or the Incentive Award Review Panel (IARP). Answers all inquiries about the TYP. Procures awards (e.g., apparel or gift cards) to be

	<p>presented to employees who are selected under the EMCBC TYP.</p> <ul style="list-style-type: none"> ▪ Maintains the inventories for the TYP awards to ensure adequate levels of awards are available. ▪ Maintains and updates the website to show items available for the TYP. ▪ Obtains all appropriate signatures. ▪ Processes the award within seven (7) business days of receipt of the approved award package (all signatures). ▪ Provides the Office of Financial Management quarterly reports regarding all taxable awards for reporting to the HQ Payroll office.
Office of Financial Management (OFM):	<ul style="list-style-type: none"> ▪ Establishes and maintains systems and associated payroll or other appropriate recordkeeping procedures related to the TYP. ▪ Ensures that certain approved TYP awards are reported to HQ Payroll office on a quarterly basis as taxable income for the applicable award recipients (see 4.3 for limitations). ▪ Allocates funds for the TYP. ▪ Ensures that funds are available prior to the purchase of TYP award merchandise.
Incentive Award Review Panel (IARP)	<ul style="list-style-type: none"> ▪ Reviews certain types of awards as is defined in the EMCBC Incentive Awards Policy. The IARP will not review On-the-Spot or TYP awards, but they may be presented data periodically regarding such programs.

4.0 Approach

4.1 Nominations

Any EMCBC Federal employee can nominate any other eligible EMCBC Federal employee except for an individual: (1) in their supervisory chain; (2) who has a “covered relationship,” as defined in 5 C.F.R. 2635.502, with the nominator; (3) whose interests are attributed to the nominator pursuant to 18 U.S.C. 208; or (4) who is a “relative,” as defined in the nepotism statute, 5 U.S.C. 3110, of the initiator.

To submit a TYP award nomination, the initiator must complete the TYP Nomination Form, FM-OHR-331-02-F1. The nominator/initiator will sign the TYP nomination and submit electronically (email) to the mailbox thankyou@emcbc.doe.gov. An OHR representative will retrieve the nomination, route the form, and oversee the entire process.

4.2 Award Limitations

The dollar value of a single TYP award may not exceed \$50. An employee may not receive more than two (2) TYP awards in a single fiscal year. The dollar limitation applies to the face value of a gift certificate or the fair market value of the non-cash award. The OHR will track the cumulative awards totals. Additionally, an employee may not submit more than four (4) TYP Award nominations in a fiscal year. The costs associated with this program will not exceed \$10,000 on a per fiscal year basis. The EMCBC Director reserves the right to raise or lower the stated fiscal cap.

4.3 Taxes

All cash equivalent awards granted under this program are subject to Federal, State, local, and Federal Insurance Contributions Act - FICA (including Medicare) taxes. The award and tax calculations will appear on the recipient's Leave and Earnings Statement and will be included in gross annual wages on the recipient's Form W-2, Wage and Tax Statement. Per DOE guidance, any cash equivalent awards exceeding \$25 will be subject to tax as stated above.

4.4 Eligibility and Criteria

All EMCBC Federal employees are eligible for consideration for a TYP award provided they have a rating of at least Meets Expectations (ME) or Satisfactory (cannot be on a Performance Assistance Plan [PAP] or Performance Improvement Plan [PIP]).

The criteria for a TYP award is defined as an achievement beyond normal/average performance expectations of the job in a given instance. Some examples are as follows: The award may be for exceptional customer service, via quick and/or courteous response. The award may also be for assisting on a work assignment with a coworker when such work was not directly assigned.

4.5 Type of Award Items & Redemption

4.5.1 The first option available, at management's discretion, is DOE-related apparel. Examples of such are: Polo shirts and backpacks (with EMCBC art device). The fair market value (FMV) of each item may not exceed \$50 for any reason. This option which is dependent on funding availability, and at Management's discretion, may be ceased or canceled for business reasons.

4.5.2 The second option, subject to availability of funds, resources, and any potential Office of Personnel Management (OPM)/Office of Management and Budget (OMB) or the Department of Energy (DOE) HQ restrictions, will be as follows: The EMCBC reserves the right to purchase gift cards to local establishments (e.g., restaurants, etc.) for no more than \$50/each in value by bulk (within budget) and distribute the gift cards or use a vendor for selection and

distribution based on approved nominations. Applicable taxes will be deducted and recorded on the employee's Leave and Earnings Statement (LES).

4.6 Awards Presentation

The EMCBC TYP award will be presented by the immediate supervisor of the employee/nominee at an appropriate time and place. Examples of appropriate times and places are at local staff meetings or occasions where employees are all gathered at a common function.

5.0 Requirements

Title 5 United States Code (U.S.C) Chapter 45—Incentive Awards

DOE O 331.1C, Administrative Change 1, *Employee Performance Management and Recognition Program*

(DOE)Supervisor - Non-Supervisor Employee Performance Management and Recognition Program Desk Reference

6.0 Supporting Management Systems, Subject Areas, and Procedures

6.1 MSD-OHR-331, HUMAN RESOURCES

6.2 SAD-OHR-331, Performance Management

6.3 SAP-OHR-331-01, Incentive Awards and Recognition Program

7.0 Form

7.1 FM-OHR-331-02-F1, Rev.0, EMCBC Thank You Program Nomination Form

8.0 Definitions – See Master Definitions List on MSD Home Page

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Thank You Program** (TYP)

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Program Description	All	6/16/15